

Background Check Associate

BSSC124006

Statewide

\$31,350 - \$52,250

General Description:

Under general supervision, this position provides complex clerical support to the APS/CPS Background Checks unit for all licensed child placing agencies, child care centers, and all potential foster and adoptive parents/providers for both in-state and out-of-state agencies to stay in compliance with Federal regulations and the Adam Walsh Act of 2006. This position will be responsible for researching sensitive data and completing abuse/neglect record checks on individuals applying to become adoptive or foster care providers, as well as individuals seeking employment with private agencies who conduct business with APS/CPS programs. Other duties will be to direct calls and mail to appropriate program staff or district office; maintain a professional relationship with Federal and State agencies to compile information for supervisors and directors; provide support to other program managers, as needed; cross-train with others in the unit to maintain workflow; and, other duties as may be assigned.

Posting Number: 0511P04435

Minimum Qualifications:

Training: Graduation from a standard high school or the equivalent.

Experience: Four (4) years of full-time or equivalent part-time paid experience performing routine office work.

Substitution: College hours, related business school, or vocational training may be substituted through an established formula for the required experience.

Benefits Include:

- Paid vacation, holidays, and sick/family sick leave
- Health, dental, vision, retiree health, basic life, and supplemental life insurance
- Employee wellness clinic
- Flex benefits
- Deferred compensation and retirement

The West Virginia Department Of Human Services is an Equal Opportunity employer. **This position announcement is established as of January 17th, 2024, and will remain open until January 24th, 2024.**

Submit a paper application or detailed resume and any correspondence concerning this vacancy to:

OHRMOSAClassComp@wv.gov. Please put **BSSC124006** in the subject line of your email.

Note: Due to recent legislation, positions filled for the Department of Health Facilities and Bureau for Social Services beginning January 1, 2024, are no longer covered by the West Virginia Division of Personnel. These positions are now covered under the Office of Shared Administration Comprehensive Human Resources System.